

PBL State Register

Annual schedule	Process	Notes	Roles and responsibilities
Term 1	<p>Process for verification of schools meeting PBL baseline implementation communicated.</p>	<ul style="list-style-type: none"> • Process communicated to all schools implementing PBL. • Process published on DoE web pages for PBL. • Annual opportunity for schools to be verified. 	<ul style="list-style-type: none"> • PBL state manager to prepare and review documentation. • PA-PBL to share with principals of PBL schools in regions at start of year and whenever there is a principal change.
Terms 1–4	<p>School PBL teams develop action plan from data and continue work on PBL implementation and monitoring.</p>	<ul style="list-style-type: none"> • PBL teams meet at least twice per term. • Internal coaches access network events and professional development. • Ongoing contact with PA-PBL. 	<ul style="list-style-type: none"> • School PBL teams lead implementation and monitoring activities. • PA-PBL provides technical assistance, coaching and professional development.
End week 6, Term 4	<p>Schools download data from OneSchool</p>	<ul style="list-style-type: none"> • This is an agreed cut-off date to allow time for schools to collate data and submit to region by penultimate week of Term 4 each year. 	<ul style="list-style-type: none"> • PBL leadership team in each school collates and analyses data. • PA-PBL provides coaching and templates.
End week 9, Term 4	<p>Schools submit PBL data to Principal Advisors PBL (PA-PBL).</p> <ul style="list-style-type: none"> • Schoolwide Evaluation Tool (SET) or Tiered Fidelity Inventory (TFI) result • Effective Behaviour Support (EBS) Survey averages • Triangle data • Average major referral rate per day per month 	<ul style="list-style-type: none"> • All schools agree to data submission when the initial Expression of Interest (EOI) for PBL training is submitted. • Schools submit SET/TFI and EBS data when completed throughout the year. • Schools may use either the SET or the TFI (not both). SET assesses basic features of Tier 1 implementation/TFI assesses all core Tier 1 features and schools may choose to assess Tiers 2 and 3 also. • Standardised tools are provided for graphing. 	<ul style="list-style-type: none"> • PPA-PBL circulates EOI in Term 4 for schools wishing to undertake PBL training in following year. • Training and coaching in use of all tools is provided by PA-PBL. • PBL internal coaches may conduct SET or TFI for neighbouring schools (1 day release from base school). • PA-PBL coordinates SET and TFI completion and provides technical assistance. • PA-PBL will communicate with principals and School Supervisor at least once per term when monitoring indicates that school may not be on track to receive verification of baseline implementation. • PA-PBL will notify PBL state manager (each term at minimum) of any schools not on track to receive verification.

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By end of Term 4	Regional PBL data and implementation status summarised by PA-PBL and sent to PBL state manager	<ul style="list-style-type: none"> Standard templates for data summary used. 	<ul style="list-style-type: none"> PA-PBL provides data to regional line manager. Centrally-funded PA-PBL in each region manages data collation and submission to Central Office. PBL state manager provides templates and technical assistance.
School holidays	State data/implementation status collated and summarised	<ul style="list-style-type: none"> Data submission rates, survey results and levels of implementation calculated and averaged. Triangulation of data will occur where discrepancies emerge and additional data is available (e.g., SDA, School Opinion Survey, School Review recommendations). List of schools meeting verification criteria prepared. 	<ul style="list-style-type: none"> PBL state manager responsibility. Additional data or information sought if required (regions, Performance, Monitoring and Reporting).
Student Free Days, Term 1	List of verified PBL schools noted by Assistant Director-General	<ul style="list-style-type: none"> Schools must meet baseline implementation criteria in order to be listed. 	<ul style="list-style-type: none"> PBL state manager will prepare list of schools meeting the criteria for verification as a PBL school. OADG – SSO emails list of schools not meeting verification standards to Regional Directors.
Week 1, Term 1	List of verified PBL schools provided to Deputy Director-General	<ul style="list-style-type: none"> Standard briefing process. 	<ul style="list-style-type: none"> PBL state manager prepares brief for noting. List of verified schools in each region published on behaviour website.

Overview of verification process

If not in place – may be influenced by:

- Principal change
- Staffing changes
- Coach needed
- Survey facilitation
- Training needs
- Technical assistance
- Community issues
- Crisis events

